

Special Education Finance Calendar

Month	Item	Action	Services Year	Submittal	Mandatory?	Guidance	Due Date
May	Part B Budget Application	New year Part B Budget Application opens to budget IDEA Part B (611) Entitlement and State and/or local funds in support of the Special Education Program.	2016-2017	ePeGS	Yes	<u>IDEA Part B (611) Allocations and Budget Application Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations	July 1
June	LEA Accounting System	Ensure LEA's accounting system is set up with proper coding for the new fiscal year.	2016-2017	N/A	No, but strongly recommended.	<u>Missouri Financial Accounting Manual:</u> http://dese.mo.gov/financial-admin-services/school-finance/accounting-manual	July 1
	Federal Award Identification Information	Enter Federal Award Identification information in accounting records for IDEA Part B (611) Entitlement allocation.	2016-2017	Keep in accounting records at LEA	Yes	<u>Federal Award Identification Spreadsheet:</u> http://dese.mo.gov/financial-admin-services/general-federal-guidance	July 1
	Part B Budget Application	Submit Part B Budget Application. LEA may not obligate IDEA Part B (611) Entitlement funds until after substantial approval of the budget application or July 1st, whichever is later. *Budget IDEA Part B (611) Entitlement funds, including proportionate share amount of funds if applicable. *Budget State and/or local funds for Maintenance of Effort (MOE) eligibility.	2016-2017	ePeGs	Yes	<u>Budget Application Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations <u>MOE Guidance:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/special-education-maintenance-fiscal-effort <u>Special Education Fiscal Monitoring Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring	July 1
	LEA Written Procedures	Update LEA Written Procedures	2016-2017	Keep on file at LEA	Yes	<u>General Federal Guidance Manual:</u> http://dese.mo.gov/financial-admin-services/general-federal-guidance	July 1

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July	Semi-Annual Certifications	Complete Semi-Annual Certifications for staff paid with Federal funds (IDEA Part B, HNF Federal, and ECSE Federal) for prior year, second semester. Certifications must be signed after the funding period by employee or supervisor.	2015-2016	Keep on file at LEA	Yes, if Federal funds are used for staff salaries/benefits.	<u>Time and Effort Guidance:</u> http://dese.mo.gov/financial-admin-services/general-federal-guidance	July 1 (or after)
	Part B Payment Request	Part B Payment Request opens for current year Federal payments. May begin requesting Federal funds as soon as Part B Budget Application is approved and expenditures exist.	2016-2017	ePeGs	No, submit payment requests as needed.	<u>Payment Request Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations <u>Payment Request Deadlines:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations	1st of Each Month
	Part B Final Expenditure Report (FER)	Part B FER opens to report actual IDEA Part B (611) Entitlement and State and/or local prior year expenditures for the Special Education Program.	2015-2016	ePeGs	Yes	<u>FER Training Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations NOTE: The ASBR must be submitted before submitting the Part B FER.	September 30
	Early Childhood Special Education (ECSE) Core Data Personnel	Ensure all ECSE staff are coded correctly in Core Data, as information will be pulled into the ECSE FER.	2015-2016	MOSIS	Yes	<u>ECSE Core Data Personnel Coding:</u> http://dese.mo.gov/sites/default/files/sef-ECSE-Personnel.pdf NOTE: ECSE Core Data personnel corrections will need to be made in the prior year 2015-2016 MOSIS.	August
	K-12 Special Education Core Data Personnel	Ensure K-12 special education staff paid with IDEA Part B funds are coded correctly in Core Data.	2016-2017	MOSIS	Yes	<u>K-12 Core Data Personnel Coding:</u> http://dese.mo.gov/data-system-management/manuals	October

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August	Annual Secretary of the Board Report (ASBR)	Submit ASBR for prior year with all special education expenditures reported under correct function codes.	2015-2016	ASBR	Yes		August 15
	Part B Final Expenditure Report (FER)	Work on completing Part B FER *Report actual prior year IDEA Part B (611) Entitlement expenditures, including proportionate share expenditures if applicable. *Report actual prior year State and/or local expenditures July 1 to June 30 for MOE compliance.	2015-2016	ePeGs	Yes	FER Training Guide: http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations	September 30
	Early Childhood Special Education (ECSE) Final Expenditure Report (FER)	ECSE FER opens to report actual prior year expenditures for the ECSE program.	2015-2016	ePeGs	No, but necessary for reimbursement of prior year ECSE expenditures.	ECSE Expenditure Guide: http://dese.mo.gov/financial-admin-services/special-education-finance/early-childhood-special-education-finance NOTE: The ASBR must be submitted before the ECSE FER can be created.	October 17
September	MOSIS Data for Private/Parochial/Home Schooled Students	Report all Private/Parochial/Home Schooled students with disabilities for the prior year in MOSIS December Student Core/Core Data Screen 11 using the educational environment of "2100-Parentally Placed Private".	2015-2016	MOSIS	Yes		September 30

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September	Early Childhood Special Education (ECSE) Final Expenditure Report (FER)	Work on completing the ECSE FER.	2015-2016	ePeGs	No, but necessary for reimbursement of prior year ECSE expenditures.	<u>ECSE Expenditure Guide</u> : http://dese.mo.gov/financial-admin-services/special-education-finance/early-childhood-special-education-finance	October 17
	Part B Payment Request	Last month to submit a Part B Payment Request for the prior year.	2015-2016	ePeGs	No	NOTE: If a September Payment Request is not submitted, any remaining Federal funds due to the LEA will be paid upon approval of the prior year Part B FER.	September 1
	Part B Final Expenditure Report (FER)	Submit Part B Final Expenditure Report (FER).	2015-2016	ePeGs	Yes	<u>FER Training Guide</u> : http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations NOTE: Current year Part B budget application revision is needed once the prior year Part B FER is approved if the LEA has Part B and/or Proportionate Share carryover.	September 30
October	Early Childhood Special Education (ECSE) Final Expenditure Report (FER)	Submit ECSE FER.	2015-2016	ePeGs	No, but necessary for reimbursement of prior year ECSE expenditures.	<u>ECSE Expenditure Guide</u> : http://dese.mo.gov/financial-admin-services/special-education-finance/early-childhood-special-education-finance	October 17
	Public Placement Fund (PPF) Application	Complete Public Placement Fund (PPF) application, if applicable. Report prior year excess costs associated with educating non-domicile students, both IEP and non-IEP, placed by DFS, DMH, DYS, or a court of competent jurisdiction.	2015-2016	Email excel application to spedfunding@dese.mo.gov	No	<u>Public Placement Fund Manual</u> : http://dese.mo.gov/financial-admin-services/special-education-finance/other-available-funding	October 31

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November	High Need Fund (HNF) Application	Complete High Need Fund (HNF) application, if applicable. Report high need students with disabilities whose prior year educational costs exceed three times the Current Expenditure per ADA.	2015-2016	Email excel application to spedfunding@dese.mo.gov	No	<u>High Need Fund Manual:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/other-available-funding	November 30
	Readers for the Blind (RBP) Application	Complete Readers for the Blind (RBP) application, if applicable. Report readers in current year for students who are legally blind.	2016-2017	Email excel application to spedfunding@dese.mo.gov	No	<u>Reader for the Blind Manual:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/other-available-funding	November 30
	Special Education Finance Self-Assessments	Special Education Finance Self-Assessments open for LEAs in Cohort 3 to report on prior year compliance with IDEA Part B Federal finance regulations.	2015-2016	Tiered Monitoring System	Yes, for LEAs in Cohort 3.	<u>Special Education Fiscal Monitoring Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring	January 31
January	Semi-Annual Certifications	Complete Semi-Annual Certifications for staff paid with Federal funds (IDEA Part B, HNF Federal, and ECSE Federal) for current year, first semester. Certifications must be signed after the funding period by employee or supervisor.	2016-2017	Keep on file at LEA	Yes, if Federal funds are used for staff salaries/benefits.	<u>Time and Effort Guidance:</u> http://dese.mo.gov/financial-admin-services/general-federal-guidance	January 1 (or after)
	Special Education Finance Self-Assessment	LEAs in Cohort 3 submit Special Education Finance Self-Assessments.	2015-2016	Tiered Monitoring System	Yes, for LEAs in Cohort 3.	<u>Special Education Fiscal Monitoring Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring	January 31

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January	Proportionate Share Carryover Release Request	Proportionate Share Carryover Release Request opens and should be submitted to release unexpended proportionate share carryover funds.	2016-2017	ePeGs	Yes, for LEAs releasing proportionate share carryover funds.	<u>Proportionate Share Carryover Release Request Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations	March 1
	Part B Budget Application Revision	Review current year Part B Budget Application and complete a revision if Federal funds need to be adjusted. Changes to budgeted MOE are not needed after initial budget application approval.	2016-2017	ePeGs	Yes, for LEAs that need to revise budgeted Federal amounts or with carryover funds that have not been budgeted.	<u>Budget Application Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations NOTE: Current year Part B budget application revision is needed once the prior year Part B FER is approved if the LEA has Part B and/or Proportionate Share carryover.	April 30
February	Proportionate Share Carryover Release Request	Submit Proportionate Share Carryover Release Request, if needed.	2016-2017	ePeGs	Yes, for LEAs releasing proportionate share carryover funds.	<u>Proportionate Share Release Request Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations	March 1
March	Verify Data	Verify data to be used in FY18 IDEA Part B (611) allocation calculations.	2016-2017	See Administrative Memo	Yes	<u>Administrative Memos:</u> http://dese.mo.gov/administrative-memos	See Date in Administrative Memo
April	Part B Budget Application Revision	Review current year Part B Budget Application and complete a revision if Federal funds need to be adjusted. Changes to budgeted MOE are not needed after initial budget application approval.	2016-2017	ePeGs	Yes, for LEAs that need to revise budgeted Federal amounts or with carryover funds that have not been budgeted.	<u>Budget Application Guide:</u> http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations NOTE: Current year Part B budget application revision is needed once the prior year Part B FER is approved if the LEA has Part B and/or Proportionate Share carryover.	April 30